

Memo for the Record---

In 1969 when we prepare the request for the annual report we should delete the first line (cu ft on hand for the last year). We have the information available to us on our last year's overall reports. This item seems to confuse the Records Officers. In many cases they do not give us the total on hand (records plus reference). Consequently, the figure does not correspond with ours.

In chatting with Vince he thought we might leave it off and just ask for the current year information. Also we should add an item to cover "Number of Reel of Mag tape". Vince would also like to give the Records Officers a conversion table such as the one [REDACTED] prepared for his area or one like [REDACTED] uses in his area (both attached).

25X1A
25X1A

25X1A

[REDACTED]
8/26/68

ADMINISTRATIVE - INTERNAL USE ONLY

25 April 1968

TO :

SUBJECT: Annual Report of Records Holdings

1. An annual report on records holdings is required from the Records Management Officer in each component at the end of each Fiscal Year. These inventory reports assist in program planning and in measuring the effectiveness of the Records Program. They are also used to satisfy reporting requirements levied upon the Agency by the National Archives and Records Services. The information required may be itemized below.

2. August 16, 1968 is the deadline for this year's reports. Your STATINTL comments or suggestions concerning the Records Management Program will help us to evaluate the Program and to make improvements where necessary. If you have any questions, please call me on extension [REDACTED]

[REDACTED]
CIA Records Administration Officer

REPORT OF RECORDS VOLUME IN AGENCY OFFICES
FY 1968

date

_____ cu. ft. of records on hand 1 July 1967

_____ cu. ft. of records on hand 30 June 1968

_____ cu. ft. of records destroyed within your offices
during the fiscal year (exclusive of Records Center)

_____ linear feet of reference and library type materials
(books, periodicals and newspapers) on hand 30 June
1968. (This volume is separate and not to be in-
cluded in the records volume of line 2.)

[REDACTED]
Directorate/Office

[REDACTED]
Signature

ILLEGIB

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CIA Records Administration Officer

REPORT OF RECORDS VOLUME IN AGENCY OFFICES
FY 1968

_____ date

_____ cu. ft. of records on hand 1 July 1967

_____ cu. ft. of records on hand 30 June 1968

_____ cu. ft. of records destroyed within your offices
during the fiscal year (exclusive of Records Center)

_____ linear feet of reference and library type materials
(books, periodicals and newspapers) on hand 30 June
1968. (This volume is separate and not to be in-
cluded in the records volume of line 2.)

Directorate/Office _____

Signature _____

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]	25 Jun 68	JUN 1968
2	[REDACTED]		
3	I'd really like to develop this for future use with the RHO's		
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Vince,

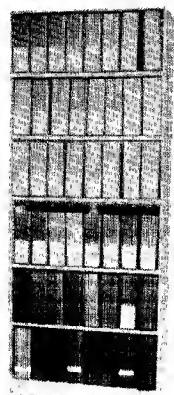
This is a "thing" I had made up to assist those who are doing the physical count of records for our annual inventory. It has proven to be a good aid for those who are unfamiliar with filing equipment. It may be of interest to others.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
[REDACTED] ext. [REDACTED]	25 Jun 68

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NOW YOU ARE READY TO START
WHERE DO YOU FIND RECORDS?
HOW DO YOU MEASURE THEM?



SHELF FILING

1 SHELF LETTER SIZE = 2½ CU. FT.
1 SHELF LEGAL SIZE = 3 CU. FT.

CARD FILES



ONE LINEAR FOOT
3'X5" = 1/10 CU. FT.
5'X8" = 1/4 CU. FT.

ON DESKS

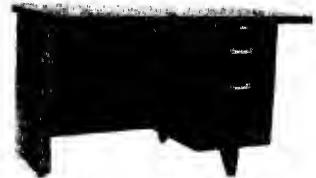
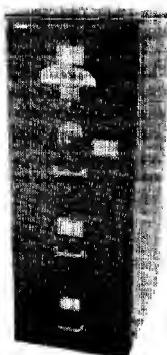


ACTUAL LINEAR
MEASUREMENT



VISIBLE INDEX

COMPUTE ON 4,800 CARDS
PER CU. FT.



SAFES

DESKS

FILING CABINETS

ONE DRAWER LETTER SIZE = 1½ CU. FT.
ONE DRAWER LEGAL SIZE = 2 CU. FT.

MAP CASES
TOTAL INSIDE CUBIC
MEASUREMENT



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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	RITA	4/17	AD
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Have you seen these? ✓
Do you agree? ✓
Delete para 2? ✓
Do you agree with my ✓
editing of the last line of the report? ✓
Let's conclude this project
by the 25 Apr.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]	<i>bach</i>	<i>JMK</i>
2	[REDACTED]		
3	[REDACTED]		
4	[REDACTED]		
5	[REDACTED]		
6	[REDACTED]		
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Attached is the annual report memo RITA and I worked up. Do you agree with the wording?

I am very interested in [REDACTED] type of report form to help our RMO's. Should we provide that type?

May I have your comments and suggestions---

STATINTL

arne

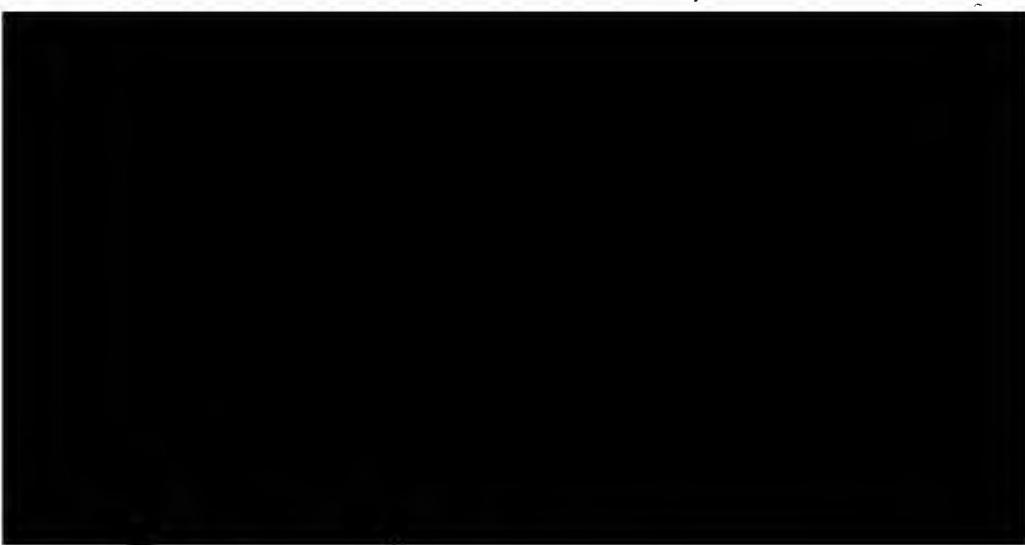
LD HERE TO RETURN TO SENDER

ME, ADDRESS AND PHONE NO.

DATE

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ILLEGIB



Instead of typing
each one - some 50 or
60 - why don't we
find an office with
a flexowriter or dura
(such as Supply or PSD)
Cut a tape and do
them that way - only
the name would have
to be typed in! Let's
automate?

STATINTL

Approved BY EMERGENCY 2001/07/29

002-4

I feel that the only thing
that has to be said in paragraph
2. is that it will not be
necessary to compile an equip-
ment inventory this year.

I also think that we should reproduce the ISA conversion tables so that we can get an accurate figure on the cars

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STATINTL

SECRET

(When Filed In)

SPEED LETTER	REPLY REQUESTED			DATE
	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
TO : ARO's	FROM:			
ATTN:				

1. An annual report on records holdings is required from the Records Management Officer in each component at the end of each Fiscal Year. These inventory reports assist in Program planning and measure the effectiveness of the Records Program, ~~as well as~~ ^{Finally this is used to} satisfy reporting requirements levied upon the Agency by the National Archives and Records Services. The information required may be itemized below. August 16, 1968 is the deadline for this year's reports.

*why
wasn't
there* 2. During FY 1969 at the direction of the President all agencies will be asked by GSA to conduct a records cleanup campaign between September and May. Our campaign will probably be held in the spring at which time we will request an inventory of filing equipment from all Records Officers. A notice on that campaign will be prepared as soon as the dates have been established.

to Your cooperation in meeting the deadline for submitting your report to this office will be appreciated. Your comments or suggestions concerning the Records Management Program will help us to evaluate the program and to make improvements where necessary. ~~If you are unable to meet the deadline~~
~~or~~ if you have any questions, please call me on extension [redacted] STATINTL

CIA Records Administration Officer

REPLY	DATE
-------	------

FY 1968

Report of Records Volume in Agency Offices

 cu. ft. of records on hand 1 July 1967 cu. ft. of records on hand 30 June 1968 cu. ft. of records destroyed within your offices during the fiscal year (exclusive of Records Center) linear feet of reference and library type materials (books, periodicals and newspapers) on hand 30 June 1968. (This volume is separate and not to be included in the records volume of line 2 above.)

*Rec'd
JUL 3 1967*
3 July 1967

TO: Chief, C/F
FROM: OER Records Management Officer
SUBJECT: Annual Inventory of OER Records - Fiscal Year 1967

1. The Office of Economic Research has been requested by the Chief, Records Administration Staff, DD/S to make an annual report of the volume of records maintained in OER offices as of the end of Fiscal Year 1967.
2. For the purpose of this inventory, "records" are defined as intelligence, administrative, and/or reference material (regardless of form) maintained in any manner in OER offices.
3. Material placed in filing equipment for overnight or transitory storage will not be included in this inventory.
4. An outline is provided on the reverse side of this memorandum for recording your inventory. Please indicate separate estimates for the following material:

- a. Letter (where letter-size material is filed in legal-size cabinets, report measurement as legal.)
- b. Legal
- c. 3x5 cards
- d. 5x8 cards
- e. Library material
- f. Maps

Report estimates to the nearest linear foot of depth. (A letter or legal size safe drawer is two feet in depth.)

5. It is requested that this report of records maintained in your component be forwarded to the OER Records Management Officer, Room 4F-19, Headquarters Building by c.o.b. 28 July 1967. STATINTL



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END OF FISCAL YEAR INVENTORY OF RECORDS

COMPONENT OER/Communist/Far East Branch DATE 10 July 1967

(a) Letter	(b) Legal	(c) 3x5 cards	(d) 5x8 cards	(e) Library Material	(f) Maps
	96			128	

a through e to be reported in linear feet
f to show number of five-drawer map cabinet sections in use, if any. STATINTL



26 June 1967

40 2

SUBJECT: Annual Report of Records Holdings

1. Your annual report of records holdings and records destroyed for FY 1967 may be recorded below for return to my office by 1 August. The statistical data supplied by you enables us to evaluate the progress of the Records Management Program in each office and provides the basic input for our report to the National Archives and Records Services.
2. Your cooperation in supplying this data enables us to measure the effectiveness of the Agency Records Management Program and also to determine areas where problems may exist.
3. I would appreciate receiving any comments and suggestions you may have concerning the Records Management Program.

STATINTL



RECORDS VOLUME REPORT
FY 1967

- cu. ft. of records on hand 1 July 1966
- cu. ft. of records on hand 30 June 1967
(exclusive of books, periodicals, and newspapers)
- linear feet of non-record books periodicals, and
newspapers on hand 30 June 1967
- cu. ft. of records destroyed in your offices during
FY 1967 (exclusive of Records Center disposal)

RAS copy

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS		DATE
1			
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	<input checked="" type="checkbox"/> INFORMATION	SIGNATURE	
Remarks:			
Frank: The regular annual package for the DDP/RMO's per the telephone list, has been sent to Mr. [REDACTED] this year. The attached is sent to you for your information.			
Whatever assistance you can give us or [REDACTED] will be appreciated by me.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.	DATE		
[REDACTED]	Chief, Records Admin Br., SSS 4/26/68		
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RAS copy

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Report of Records Holdings

FROM: Chief, Records Administration Branch	DATE		EXTENSION [REDACTED]	NO. STATINTL 26 April 1968
	RECEIVED	FORWARDED		
TO: (Officer designation, room number, and building) [REDACTED]				COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
3.				1. The attached requirement for an annual report on office records holdings, both here and overseas, is more important than ever. Each year the volume has consistently grown in all the offices and our Records Center.
4.				2. Your assistance in getting this year's inventory will be greatly appreciated. [REDACTED]
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

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